

## My Health Portal – Access and Immunization Submission

### Instructional Video-

<https://drive.google.com/file/d/1yU3Uu7JdSo25id3YpwP2r0QLcQkTdY0S/view?usp=sharing%20>

1. Obtain documentation of your immunization history from your pediatrician, general practitioner, prior school or military service. Immunizations requirements can be found here: <https://www.montclair.edu/university-health-center/immunizations/>
2. Register with the [My Health Portal](#) using your Montclair State University CWID number (available on your acceptance letter, do not enter the “M” initial.) You must ALSO have already activated your netID. (this is typically your last name, followed by first initial of your name, and then sometimes followed by the number 1,2, or 3)
3. Once registration is complete you will receive an email to set up your portal password. Please note that the password link located in the email expires in 20 minutes. This email will be located in your Montclair State email account [netid@montclair.edu](mailto:netid@montclair.edu) (your email is netid@montclair.edu and the password is your net id password).
4. Scan and upload your immunization documentation (from Step 1) using the Document Upload tab on the top menu bar. Recommended scanning app for use via smartphones is OfficeLens and Evernote Scannable. Scanned documentation is required to verify and/or correct the dates entered on the forms.
5. Select “My Forms” from the top menu bar. Complete the all three (3) items:
  - Immunization History
  - Health History
  - Meningitis Survey forms

Remember to choose “**Submit**” after each form.

**NOTE:** Complete the Consent for Minors form only if you will be under 17 at time of enrollment.

### **Your submission process is complete when:**

1. The portal forms have been completed and submitted and
2. Your immunization documentation has been uploaded into the portal

Your records will be queued for review by the Immunization Coordinator. This review for compliance takes 3 business days (except during high-volume times).

Students can contact the Health Center at (973) 655-3459 to request a review of their work in the portal.